

Duties of the Local Party Unit Outreach Officer*

The local party unit Outreach Officer ensures all constituents are treated equally, based on the Minnesota DFL principles of inclusion. The Outreach Officer leads the local unit's efforts toward inclusive political participation, and strives to achieve DFL diversity in perspective and representation. The Outreach Officer is responsible for the development and implementation of the unit's outreach and inclusion plan, designed to establish relationships with groups or individuals residing within the unit's boundaries, who may be underrepresented and/or not yet active in the Party.

The Outreach Officer should:

- Draft, implement report on, and recommend any necessary amendments to the outreach and inclusion plan
- Monitor compliance with the Party's policies relating to outreach and inclusion, and recommend a remedy for any noncompliance
- Represent the unit on its Congressional District's outreach and inclusion committee

Important duties:

- **Accommodations at meetings and events:**
 - Ensure that meetings and events are held in locations that are handicap accessible and have adequate numbers of handicap parking spaces
 - Provide sign language interpreters for the deaf and interpreters for other relevant languages as needed
 - Ensure that documents are made available in all relevant languages
- **Outreach to underrepresented communities:**
 - Attend various community meetings and events to connect with people and discover what issues and interests have brought them together
 - Listen to understand the issues that are most important to each community
 - Establish relationships and provide information on how the local party unit can help them achieve their various goals
 - Educate and recruit individuals who may want to become involved in the local party unit and inform them about voter registration, caucuses, conventions, campaigns and other local party unit meetings, events and activities

**NOTE: If a local party unit does not elect an Outreach Officer, the duties described here are the responsibility of the unit's Vice Chair.*